

960 EQUIPMENT AND SUPPLIES

961 FIRE RESOURCE ORDER AND ACCOUNTABILITY REQUIREMENTS

A. RESOURCE PROCUREMENT AND RETURN

All requests for fire suppression supplies and materials will be submitted on the "Fire Incident Resource Order" F-903 and continuation F-903A during fire suppression activities. Please follow the instructions for completing this form. A great amount of time is being wasted on rechecking or trying to interpret what is being ordered when stock numbers, standard issue amounts, and unit of issue are not utilized on resource orders. Please utilize the appropriate information as listed in the National Wildfire Coordinating Group (NWCG) National Fire Equipment System Catalog, which has been provided to all users.

B. FIRE LOSS/USE RATE

Defined as all property and supplies lost, damaged, or consumed on an incident. It is calculated by subtracting inventory return from inventory issued. The Fire Loss/Use Rate is calculated on a dollar basis.

Categories of equipment and supplies are Consumable Supplies, Durable Goods, and Accountable Property.

1. **Consumable Supplies**--Those items normally expected to be consumed on the incident. Examples of consumable supplies are batteries, MREs, plastic canteens, cubi-tainers, forms, fuses, hot food containers, petroleum products, and miscellaneous medical supplies.

These items are considered consumable or expendable and are normally not expected to be returned to the source of issue.

Regardless, supplies in unopened and unused condition should be returned to the issuing fire cache.

2. **Durable Goods**--Those non-accountable items considered to have a useful life expectancy greater than one incident. Acceptable fire loss/use rates include items returned in broken/beyond repair status. Return of durable goods such as fire hose, fittings, hand tools, fire shirts, etc., should conclude within 30 days of incident closure.

Acceptable Fire Loss/Use Rates for the following durable goods have been established:

- | | | |
|----|--------------------------------------------|----|
| a. | Water Handling Accessories | 6% |
| b. | Helicopter Accessories | 6% |
| c. | Tarps/Tents (2-Person and Wall) | 6% |
| d. | Camp Items (Heaters, Tables, Chairs, etc.) | 6% |
| e. | Tools (Shovels, Pulaskis, etc.) | 6% |
| f. | Hose (1", 1½", etc.) | 6% |
| g. | Backpack Pumps | 6% |
| h. | Cloth Sleeping Bags, Pads, and Cots | 6% |
| i. | Clothing - Nomex Shirts, Pants, etc. | 6% |

3. **Accountable Property**--DNRC defines accountable property as "Major Equipment" consisting of property items, such as capital equipment, which meet all the following criteria:

- a. A useful life of more than one year, and
- b. Identity which does not change with use, and
- c. Is identifiable and separately accounted for, and
- d. Is classified as "sensitive" property. and
- e. Has a unit cost of \$5,000.00 or more.

All accountable property items must be returned to the issuing cache or be documented on a F-1004 "Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property" form.

Completion of the F-1004 form is required for each fire where it has been determined that lost, stolen, or extensively damaged **DNRC-OWNED RESOURCES** occurred. Determination for the need of the F-1004 will normally be made after the completion of the fire activity. This form will become part of the F-1000 "Incident Report" files. The F-1004 does **NOT** need to accompany resource resupply orders.

NOTE: PLEASE REFERENCE THE NWCG INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK, CHAPTER 30-PROPERTY MANAGEMENT. ALSO, REFERENCE, NORTHERN ROCKIES INTERAGENCY CACHE POLICY AND NORTHERN ROCKIES CACHE MANAGEMENT PLAN.

C. RESUPPLY OR REPLACEMENT

In an effort to standardize procedures and manage replacement resource orders resulting from DNRC incident activity, DNRC will adhere to the following policy adopted by the Northern Rockies Fire Cache. This policy is consistent with that of other national caches.

1. The Northern Rockies Cache will not honor replacement resource orders more than 45 days after an incident is declared closed (out). **(See Sec. 962 on Field Requisitions for Replacement of Items lost, stolen, etc. on fires.)**
2. Replacement resource orders must be approved by the Area, Forest, etc., responsible for the incident and carry the original incident number and consecutive request number(s) for the incident. (Offices requesting replacement orders will no longer be able to assign their own incident number, as this will be done by the approving office.)
3. In addition to moving towards standardization of the National Cache System, this policy will result in the following benefits:
 - a. Improve accountability.
 - b. Improve timely submission of costs to responsible units.
 - c. Reduce the amount of documentation to validate replacement orders.
 - d. Establish some control on collateral costs associated with incidents.
 - e. Reduce confusion currently experienced with multiple incident numbers, S numbers, and management codes.
 - f. Reduce the high number of challenges to fire billings.
4. The intent of the Northern Rockies Fire Cache is to procure, store, and ship equipment and supplies for use in fire suppression and other emergency management activities.

Effective July 20, 1995 the Northern Rockies Fire Cache no longer will honor orders for National Fire Equipment System (NFES) cache items that are not directly related to incident support. All non-incident support requests should be directed to the GSA, local vendors, or other agency sources of supply or procurement. Non-incident support orders include requisitions associated with project work and normal seasonal restocking.

Orders accepted by the R-1 Fire Cache will be classified and filled under the following guidelines:

- a. Category 1 Orders (Incident Support)--Orders will be processed as expeditiously as possible. Shipments will be through the most cost-effective manner to meet required delivery times.
- b. Category 2 Orders (Replacement Orders)--Orders will be processed only after completion of Category 1 orders. First option should be to replace items at the Incident. Replacement orders will not be honored more than 45 days after an incident is declared out (if submitted prior to the 45 days they will be honored). Replacement orders must be approved by the Forest or Unit responsible for the incident and carry the original incident number and consecutive request number(s) for the incident. No property items can be replaced through the fire cache. If non-consumable items are being replaced, DNRC will need a statement explaining what happened to the item(s).
- c. Category 3 Orders (Emergency/Project/Presuppression)--If projects are recurring, every attempt must be made by the unit with the activity to procure needed items through regular sources. The Region 1 Fire Cache is not set up as a stores account; DNRC's main mission is to support fire. DNRC realizes that certain emergencies arise throughout the year. These cases can be discussed with the Cache Manager on a one-to-one basis.
- d. Category 4 Orders (Pre-Position)--Agreements that have already been established with the Fire Cache such as 250-person base units, radios, Incinet, finance/plans/logistics kits, and medical kits will still be honored. New requests will have to be negotiated with the Cache Manager or Computer Specialist (Radios & Incinet Kits) on a case-by-case scenario.

962 FIELD REQUISITIONS FOR REPLACEMENT OF ITEMS LOST, STOLEN, ETC., ON DNRC DIRECT AND COUNTY ASSIST FIRES

Field requisitions may be submitted annually to replace items that were lost, stolen, strayed, or damaged during specific suppression actions on State direct or county assist fires. Requisitions should be completed and submitted according to the annual requisition time schedule. The required replacement items should be charged against the fire activity by listing the proper fire center number(s) and the amount of charge for each item listed. Requisitions listing charges against support SBAS numbers (7... series) will not be accepted unless approval is attached from the home unit (Forest, BLM District, etc.). (?)

Be sure that copies of the Lost/Stolen Property Report (DS-92), if required, are submitted with all annual field requisitions that reflect charges against fire center numbers. Please reference the "NWCG Interagency Incident Business Management Handbook" on requirements for completing the DS-92 form. The DS-92 form is intended to provide justification and documentation for the **REPLACEMENT** of items that are lost, stolen, or damaged during normal fire suppression activities. A certain amount of replacement is expected as long as it is within reasonable levels and not abusive.

Land offices will consolidate all replacement orders that are being submitted to replace unit and area inventories. Fire & Aviation Management Bureau will consolidate and submit all replacement requisitions for items issued from the Fire and Aviation Management Bureau warehouse.

963 SUPPLEMENTAL FOOD ITEMS

The following supplemental foods may be provided:

- Fruit or dried fruit or fruit juice and vegetables. Fruits and vegetables should be in-season, available locally and reasonably priced to avoid excessive costs and difficulty in procurement.
- Liquid supplements in the form of sports drinks or mixes that provide electrolytes and meet the carbohydrate solution mixes recommended in "Feeding the Wildland Firefighter" (From: Missoula Technology and Development Center (<http://www.fs.fed.us/t-d/pubs/>)).
- In addition to the fruit and liquid supplements, candy bars and energy bars may be provided to supplement those included in sack lunches. The objective is to provide for an average 1000 kilo-calories of solid supplements per firefighter per day.
- Any supplemental foods provided will require IC justification and concurrence for the Agency Administrator (Line Officer). The only acceptable justification for providing supplemental foods is to meet the expanded nutritional needs of firefighters performing prolonged or

arduous work. Supplemental foods are not authorized for mobilization centers, staging areas or personnel not engaged in work on the incident. “Incident base and camp meals” provide adequate dietary needs for most work situations ((From: Missoula Technology and Development Center (<http://www.fs.fed.us/t-d/pubs/>)).

- No other supplemental food or drinks shall be authorized. Purchasing jerky products, chips, gum, soda-pop, “designer drinks” and so-called “energy” drinks (containing caffeine, guarana, ephedra and other stimulants), etc., are not allowed under this policy. Special or cultural dietary needs will be met through the National Mobile Food Contract or catered meals, and not through this policy.

964 PROPERTY MANAGEMENT

A. STATE-PROVIDED QUARTERS

These guidelines will apply to crew members residing in State-provided quarters. These guidelines will provide crew members with an understanding of what is expected of them by the State. Application of these guidelines will depend on provided facilities, location and job requirements.

1. Quarters will be maintained in a neat and orderly manner.
 - a. Beds will be made each morning.
 - b. Floors will be swept at least once daily.
 - c. Floors will be mopped at least twice weekly.
 - d. Bathrooms will be kept sanitary, with toilet bowl, sink and shower/bath cleaned daily.
 - e. Kitchens will be kept clean. Dishes and cooking utensils will be washed, dried and stored after each meal.
 - f. Trash will be emptied at least twice weekly.
2. Housekeeping will NOT be done on State time. Crew members on duty will be prepared to go to work at the designated time. This means equipment checks and maintenance or going to the field, not housework.
3. Lunches will be made prior to working hours, and carried in the vehicles. Do not plan to be back at quarters at noon.

4. Proper radio checks will be made daily as described in the assigned time schedule.
5. State-provided telephone is for OFFICIAL business only. Personal calls, if made, will be COLLECT TO NUMBER CALLED or on employee's PERSONAL CREDIT CARD.
6. Advise the supervisor if you do not plan to be available in the evenings or on days off. When advised by the supervisor, crews will be available for suppression activities that may occur after working hours. That is, crews will be at the station, within radio contact, and ready to go.
7. Abusing State-owned or leased equipment is ground for appropriate disciplinary action and/or dismissal.
8. If you don't know, ask!

B. PROPERTY IDENTIFICATION

1. **Color Coding of Fuel Containers**

Fuel containers dedicated to one type of fuel should be marked as follows. Multipurpose cans should be tagged with a sturdy string-tie cardboard tag showing the tank contents and the date filled.

a. **Unleaded Gas**

- 1) Color: Solid Red.
- 2) Lettering: White Letters, UL or UNLEADED.

b. **Mixed Gas**

- 1) Color: Solid Red with White Diagonal Stripe.
- 2) Lettering: White Letters, MIX or MIXED GAS.

c. **Diesel**

- 1) Color: Solid Yellow.
- 2) Lettering: Black Letters, DL or DIESEL.

d. **Drip Torch Fuel**

- 1) Color: Solid Yellow with Red Diagonal Stripe.
- 2) Lettering: Black Letters, DT or DRIP TORCH.

2. **Colors, Identification Numbers, and Markings for Fire Vehicles**

The following guidelines have been established for the identification of State-operated fire vehicles and trailer units.

These guidelines apply to:

- Vehicles purchased primarily with fire funds.
- All excess property vehicles.
- Other vehicles as designated by the Land Office Manager. Land Offices may wish to include those non-fire-purchased vehicles that have the capacity to transport personnel and fire equipment to fires, such as four-wheel drives, pickups, vans, and flatbed trucks.

a. **Colors**

All fire vehicles and utility trailers will be painted “Fleet White” (Martin Senour Fleet White #99L-100 or equal) on the exterior, unless listed under exemptions. Interior finishes may vary according to manufacturers' models. If the vehicle dash is **repainted**, it is recommended that the repainting be a flat black to reduce glare. Vehicle wheels will be painted a black or white acrylic enamel.

Redevelopment projects will be painted “Fleet White.” Vehicles currently chrome yellow will not be repainted fleet white.

The following fire equipment is exempt from the preceding color guidelines:

- 1) Leased vehicles, mobile home trailers, fire command trailers, mobile kitchen trailers, communications trailers, motor scooters, motorcycles, all terrain vehicles (ATV's), and equipment used for investigative work. These pieces of equipment will remain those standard colors issued by the manufacturer.
- 2) Fire Prevention "parade and display" units are exempt under the following guidelines:
- 3) The vehicle is no longer involved in initial attack or follow-up actions on fires.

- 4) The piece of equipment is listed as a part of the Land Office or Unit fire prevention plan.

b. Identification Numbers

Motorized vehicles and trailers will have a DNRC identification number. This provides ease of identification at fuel pumps, etc. Each unit of mobile equipment will be equipped with proper State-issued license plates to meet State requirements.

The vehicle number on the State-issued vehicle credit card must match the license number on the vehicle plates.

- 1) **Automobiles, Trucks, Etc.**

Two license plates, one each mounted front and rear.

- 2) **Trailers**

One plate mounted on the rear of the vehicle.

- 3) **Motor Scooters, Cycles, ATV's**

Under 5 HP and off public road use--no plate needed.

Over 5 HP and on public road use--one license plate, rear-mounted. (**Note: All motor scooters operated on public roads must also meet the minimum safety and vehicle standards for motorbikes.**)

c. Markings

- 1) All emergency fire vehicles, with the exception of administrative fire vehicles, will have the Department logo on both front left- and right-hand doors. The insignia is normally centered below the window. The manufacturers' design of certain vehicles precludes placement of the stencil in this position. If this is the case, an attempt should be made to center the stencil on the side of the vehicle in a readily discernible position.
- 2) Exemptions to the standard logo placement is allowed on the following equipment:
 - a) ¼ Ton Trailers--substitute the smaller decal for the larger vehicle stencil. Place one directly above each fender.

- b) Motorcycles, Motor Scooters, ATV's--attach one small decal to the exterior of the vehicle, and in plain view.
 - c) Command, Mobile Kitchen, Communications, and Mobile Cache Trailers--these units will be labeled as to their specific use. An attempt should be made to center a Department decal on each side and the rear of each unit.
 - d) Administrative Vehicles--these vehicles may use a smaller version of the Department logo as a window sticker. For example, on a four-door sedan the sticker will be placed on the driver's side, rear door window, near the lower left-hand corner of the window. Stickers for other administrative vehicles, such as station wagons and vans, should use the same approximate location. Pickup truck stickers should be placed on the bottom of the rear window, driver's side.
- 3) Detailing of emergency fire vehicles will be according to National Fire Protection Association (NFPA) 1901 "Standard for Pumper Fire Apparatus," Chapter 6, Section 3.2. of these regulations. A four-inch (100 m.m.) minimum width yellow reflective stripe shall be affixed to the perimeter of the vehicle. It shall be placed up to 60 in. (1,525 m.m.) above ground level and shall conform to *Federal Specification for Reflectivity*, LS-300, Type 1, Class 1 or 3, Reflectivity 2. At least 60 percent of the perimeter length of each side and width of the rear and at least 40 percent of the perimeter width of the front of the vehicle shall have the reflective strip. A graphic design meeting the reflectivity requirements of this paragraph may replace all or part of the required striping if the design or combination thereof covers a minimum of the same perimeter length as required above. The amount of reflective material shall be not less than that required for a single stripe (i.e., 4 inch (100 mm) x 60 percent of vehicle length). The yellow reflective stripe will be accented by two pin stripes (one above and one below the yellow 4 in. stripe). The spacing between the three stripes should be 1/8 inch. The word "Fire" (script letters) in 4-inch high red letters will be placed on each front fender through the yellow stripe.

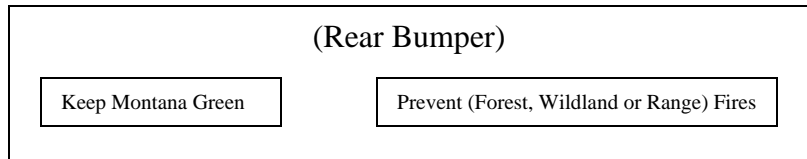
Lettering on the rear of engines and water tenders shall be overlaid on the 4" yellow stripping, made from 3" red reflective material. The letter shall be in **block** lettering, saying "DNRC" on the left side 2½" from the end of the yellow stripe, measuring 3" high x 7¾" long, right of the backup light. The word "FIRE" shall be in **block** lettering, located on the right side, 2½" from the end of the yellow stripe, also centered and overlaid on the yellow strip, left of the backup light. This measures 3" high x 7½" long. The lettering shall be made from red reflective material.

- 4) Administrative vehicles may have a yellow stripe, 7/8 in. wide, running from the front fender to the rear taillights. Outlining the yellow stripe will be two (2) red pin stripes; one over and one under the yellow stripe. The word "Fire" (script letters) in 4 in. high red letters will be placed on each front fender through the yellow stripe. The stripes may be made from reflective tape.
- 5) The DNRC identification number is painted on the roof of all fire vehicles and camper trailers, in large numbers (minimum 10 in. high). Roof numbers are not required on sedans. (Utilize standard stencils available from the Forestry Division Equipment Development Shop.)

Only the number will be painted on the roof (i.e., DNRC 406--paint on 406). The number is to be stenciled so it is readable from either the rear of the vehicle **or** the driver's side.

- 6) Vehicle Ignition Key--each vehicle ignition key will be attached to a metal washer (1½" outside diameter) or a similar tag, which has been stamped with the vehicle identification number.
- 7) Fire Prevention Message Signs and Decals
 - a) Decals--"Keep Montana Green" and "Prevent Forest Fires" or equivalent.

To promote fire prevention, Department motor-driven vehicles and trailers, regardless of vehicle color, may carry the above fire prevention decals. One of each of the decals may be attached to the equipment's rear bumper.



8) Designation of Specialized Equipment

Certain items of specialized equipment may be labeled with the Department-accepted name. Those items so designated at this time are:

- a) Mobile Fire Cache
- b) Communications Trailer
- c) Mobile Shop Unit
- d) Mobile Kitchen Trailer
- e) Pantry Van
- f) Burnout Trailer
- g) Command Trailer
- h) Fire Training Van

The names of these units will be stenciled on the equipment using a black acrylic paint or will have the name stenciled on a removable plaque which can be attached to the equipment at the fire camp.

9) Naming of Equipment, Etc.

Certain pieces of State-operated equipment, because of their size, configuration, shape, etc., seem to acquire pet names. Naming of State equipment is allowed under the following guidelines.

- a) Names will not be painted or labeled, etc., on the vehicle.
- b) All proposed names must be approved, prior to use, by the Area Manager or Bureau Chief assigned that equipment.
- c) Names of equipment may be used when ordering equipment at the local fire unit level. Orders for

support equipment from the Land Office and Forestry Division, however, must utilize the official ICS designation for the equipment, i.e., one each engine (ICS identifier).

10) Alterations to State-Owned Equipment

Alterations will not be made to the exterior of any State-owned equipment, such as adding ornaments, etc. Alterations to the interior of State equipment may be made if:

- a) It does not interfere with the operation of the vehicle, its gauges, instructional decals, etc.
- b) It does not pose a safety hazard to vehicle occupants in the event of an accident.
- c) It does not deface the interior of the vehicle and is readily removable if the vehicle is readied for sale or trade.

All alterations must be approved by the Area Manager or Bureau Chief assigned the equipment prior to making the alteration. Materials for making alterations of this type to State equipment cannot be supplied or funded by the State.

C. EXCESS PROPERTY USE

CAUTION: Personal use of any property acquired as federal excess is prohibited. Failure to adhere to the administrative guidelines may result in the suspension of the Federal Excess Personal Property (FEPP) program within a state.

1. Management and Use

- a. General Requirements--federal excess property is to be used primarily for fire control purposes. Situations may occur which make this exclusive use impractical; therefore, limited use for other forestry activities may be authorized. This type of use should always be held to a minimum, and then only when such use will not result in abnormal wear and tear. These limited authorizations are not to be regarded as loopholes for general use in other programs. Federal excess property may be used without question during emergency situations when life and property are

threatened. The following are some guidelines for commonly acquired items:

1) Incidental Use Limitations for Non-Fire Control Activities

- a) Aircraft--not to exceed 10 percent (10%) of total flight hours during an audit period.
- b) Vehicles--trucks and passenger-carrying vehicles not to exceed 10 percent (10%) of total miles driven during an audit period.
- c) Earth Moving Equipment (Dozers, Graders, etc.)--not to exceed 10 percent (10%) of total operating time (hours) during an audit period.
- d) A pickup truck obtained from federal excess property may properly be assigned for general transportation of an employee with major fire control responsibilities, but whose duties involve some incidental travel on other State activities. However, assignment of such a vehicle to an employee whose fire control work is a very minor part of his total duties would not be within the intent of the instructions. Similarly, a tractor obtained primarily for fire control as a dozer or plow unit, and actually used as such, might for convenience be located at a nursery and have occasional limited uses there for non-fire purposes, but it should not be obtained with the intention of working it regularly on the nursery and merely making it available for occasional fire use in emergencies.

If equipment is to be used primarily on non-fire activities and only incidentally for fire control work, it must be obtained from sources other than the federal excess program.

- e) Small tools, materials and consumable supplies obtained from the program must be used on activities and facilities directly related to fire control and not diverted to other uses. Activities such as nurseries, tree planting, forest management, and administration of parks and recreation areas undoubtedly contribute indirectly to the fire protection effort, but they are not generally recognized as part of the Cooperative Fire

Protection Program. Accordingly, they should not be supplied with federal excess property except on a basis of the requirements for use, as defined above.

- f) Shop machinery is often used for the benefit of many activities, and acquisition of such excess equipment is regarded as legitimate if it is required for the maintenance of fire equipment used directly in the Fire Protection Program.
- g) Fire protective-type clothing is the only clothing that can be acquired under the program.
- h) Aircraft--all federal excess property aircraft will be flown at least three hours each month, weather permitting, to maintain aircraft readiness. Use unrelated to fire beyond 10 percent of the total flight time for any one year will require special documentation and monitoring to determine that such use fits the program. Flight time for fire purposes is limited only by budget constraints. Accepted procedures for storage may be substituted for off-season readiness flights.

For more specific or detailed information, refer to the Federal Excess Personal Property Desk Guide at www.fs.fed.us/fire/partners/fepp.

D. CLOTHING AND SAFETY EQUIPMENT REQUIREMENTS

1. Clothing

a. DNRC Uniform Shirts, Pants, Patches & Nameplates

1) Uniform Specifications and Guidelines

- a) The uniform shirt may be ordered both as a long-sleeve or a short-sleeve. The shirts are of a cotton blend material, a western cut style, and gray in color. The Department may provide shirts with the approval of the Area Manager or Bureau Chief. Each employee will be limited to a maximum of two shirts when provided by the Department. The wearing of the uniform shirt is optional for Department employees and is not a requirement.
- b) Department patches will be worn on the left shoulder, 3/4" below the left shoulder seam. Unit patches, such as the Fire and Aviation Management

patch, will be located in the same area on the right side. Patches may also be provided by the Department and paid out of the unit budget.

- c) It is acceptable to wear the shirt untucked, but only if the bottom has been cut and hemmed straight to allow for a neat appearance.
- d) The employee will provide pants. They shall be a solid color, preferably dark, that complements the gray uniform shirt. "Acid wash" or other "Faded Look" jeans are not acceptable. Pants shall be clean and not have holes in them. Women may wear a dark skirt or jean skirt instead, if they choose. Nomex pants can be worn with the uniform shirt, provided they are clean and in good repair.
- e) Nameplates may be provided by the Department and should be brass, containing first and last name (middle initial if desired) and attached to the right front of the garment when worn. The words "Montana DNRC" and the employees home unit may be added to the nameplate.
- f) Footwear must be provided by the employee and should be black, brown, tan, gray, navy blue or a combination of the above-mentioned colors. Work boots or suitable wet weather footgear is acceptable for uniform use. Sandals with bare feet are unacceptable.
- g) A navy blue tie may be worn with the uniform shirt for specific occasions. Ties are an optional add-on provided by the employee.

2) Wearing the Uniform

- a) The approved uniform shall be worn for official government business functions. Uniforms will **not** be worn in bars, beer gardens, or other areas that could appear to be a conflict of Department standards and guidelines. Questions related to what is appropriate under various circumstances should be directed to the supervisor.
- b) Tee shirts or turtlenecks may be worn under the uniform shirt, but shall be gray, white or navy blue

color. T-shirt sleeves shall not hang below the short sleeve of the uniform shirt.

- c) Uniform appearance shall be clean, neat and wrinkle free. It is suggested that all Department employees, whether wearing the uniform or not, be neat in appearance and well groomed, so as not to discredit the Department. Frayed or worn out items should be replaced.
- d) All employees will wear the uniform as defined in this guideline.

3) Return of Uniform Items

- a) Upon termination of employment, all uniform items purchased by the Department should be returned to the individual's immediate supervisor. Items will include nameplates, patches, and unused uniform shirts. Temporary/Seasonal employees shall return **all** uniform items to the immediate supervisor upon termination or while in an inactive status. Uniform items may be reissued upon reinstatement to employment status.

b. Tee Shirts & Flame-Resistant Shirts

- 1) Tee shirts with personalized Department location and logo may be worn. Lettering may designate location of individual's employment (i.e., Fire and Aviation Management Bureau, Helena Initial Attack, Northern Rockies Coordination Center, etc.). An optional fire logo may also be utilized. The Area Manager or Fire & Aviation Management Bureau Chief must approve all lettering and the logo utilized first.
- 2) Flame-resistant shirts, provided by the State, will be worn for **ALL** fire suppression activities. Fire shirts will **not** be worn as work shirts unless the employee is a member of an initial attack unit and is required to respond immediately to a fire incident.

c. Trousers, Coveralls & Jumpsuits

- 1) A variety of trousers or pants may be worn during non-suppression work assignments. Trousers should be clean and free of physical damage (not torn or frayed).

- 2) Flame-resistant pants, provided by the State, will be worn for all fire suppression activities. Cuffs are not permitted. Fire pants will **not** be worn as work pants.
- 3) Coveralls fastened from top to bottom, with sleeves fastened at wrist or cut short, are recommended for employees working in shops and around machinery in motion. They shall remove neckties, gloves, rings, and ragged clothing.
- 4) In wet and/or cold weather suitable canvas, rubber or work trousers are acceptable when working in the field.
- 5) Nomex jump suits will be issued to specialized squads, i.e., a helitack squad.

DO NOT SEW OR ATTACH ANY NON-FLAME RESISTANT PATCHES OR OTHER MATERIAL ONTO FLAME-RESISTANT SHIRTS OR ONTO ANY OTHER FLAME-RESISTANT ARTICLE OF CLOTHING.

NOTE: FLAME-RESISTANT SHIRTS, PANTS, AND SUITS MAY BE LAUNDERED OR DRY-CLEANED, PER NFPA 1977.

d. Fire Suppression Duty Footwear

Wear leather, laced work boots with minimum of an 8" high top. They should be in good condition and broken in before duty. A good fit is essential. They should have slip-resistant soles and heels; Vibram soles provide the best all-around use.

Exception: Other suitable footwear may be worn in wet/cold weather.

e. Gloves

The Department will provide suitable gloves for employees. Gloves will be worn when using tools and handling materials that are liable to cause blisters, burns or other injuries to hands. Leather gloves shall be worn for fire suppression duty. Nomex flight gloves will be worn as prescribed in the 1500 Aviation Manual, part 1544.

f. Patches with Department or Unit Insignia

Patches may be worn on baseball caps or attached to fire packs.

2. **Personal Protective Equipment (PPE)**

a. Goggles, Face Guards, and Respirators

- 1) Workers SHALL wear goggles, safety spectacles, face shields, or welder helmets to protect their eyes from:
 - a) Small flying particles when cutting, drilling, scaling and grinding metals, cutting, chipping, or dressing stone and brick, woodworking, overhead pruning, brushing, machine planting, and tree breeding.
 - b) Flying objects when hand drilling, chipping, caulking, riveting, quarrying, rock cutting and crushing, or when using a cyclone seeder or brush cutter.
 - c) Concentrations of cement or other dust, or dust and sand when sandblasting.
 - d) Hot metal when handling babbitt or pouring lead joints, or when shaping metal on an anvil.
 - e) Gases, fumes and liquids when handling acids and caustics such as sulfuric or muriatic acids, ammonia, or creosote.
 - f) Injurious reflected light or glare such as from snow exposure. (Colored glasses)
 - g) Injurious radiant energy and flying hot particles.
- (1) When using gas cutting/welding torches, goggles SHALL be light proof around the edges, ventilated, and fitted with lens of shade #4 for cutting, light welding and brazing; shade #5 for medium and heavy welding; and shade #6 when greater density is needed.
- (2) When using electric arc welder, welders SHALL wear welder helmets fitted with lens of shade #10 for ordinary metallic welding; shade #12 for carbon arc and heavy metallic welding.

- (3) Foreman and helpers SHALL wear shade #5 or #6 to protect them from indirect flashes of electric arcs.
- (4) Approved welder helmets with safe shade lens can be used in lieu of goggles. In either case, they SHALL be frequently inspected and overhauled as needed.
- (5) Welders wearing glasses should be provided with approved welder helmets in lieu of goggles, to prevent glasses from steaming.

2) Goggle wearers should:

- a) Keep goggles in protective containers when not in use.
- b) Wipe the lens frequently with a clean cotton cloth or soft tissue.
- c) Keep goggle frames, including side screens, free from dust and grit.

3) Respirators

- a) Chemical respirators shall be worn by persons exposed to harmful materials when fumigating, around chemicals with toxic fumes, and when repairing or servicing equipment such as crushers under dusty conditions.
- b) Dust respirators shall be worn by workers exposed to excessive dust caused by such work as quarrying, tunneling, rock crushing, stone power saws, jackhammer operation, cement work, sandblasting. They shall be worn also for certain types of road work, such as tractor or grader operations in light, dusty soils.
- c) Paint respirators shall be worn by workers using paint spray guns.
- d) Respirator wearers shall:
 - (1) Be sure respirator fits their face snugly.

(2) Renew respirators before they clog with dirt.

b. Headgear

- 1) Firefighting-approved hard hat with State decal and dymo-tape name tag. The decal is to be located on the front in the center of the hat immediately above the bill. The name tag should be located directly below the decal. Replace damaged suspension harness and clean, sterilize or replace headband if needed. Sterilizing can be accomplished by washing with detergent followed by exposure to sun for 10 hours.

Reference the “Industrial Head Protection User Information Guide” put out by E.D. Bullard Company in Annex E of this manual.

DNRC has adopted the NWCG standards for wildland firefighter head gear. By October 1995, the ANSI Z89.1-1986 standard for wildland firefighter head gear will be phased in by DNRC. We will honor another agency’s hard hat safety policy until that time.

The preferred color for DNRC employees is yellow, both for easy visibility and conformity. The only headgear on GSA schedule acceptable for use by DNRC employees is the “Safety Wildfire Helmet.” It is listed in the GSA Wildfire Protection Equipment and Supplies catalog as number 8415-01-055-2265, and is yellow in color. The helmets listed below also meet the Safety Wildfire Helmet criteria.

Bullard:

FH911C	Cap Brim
FH911CR	Cap Brim, Rachet Suspension Control
FH911H	Full Brim
FH911HR	Full Brim, Rachet Suspension Control

MSA:

490-377	Yellow
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2) Exceptions:

- a) Personnel engaged in work where injuries to the head are not present may wear suitable billed caps or full brimmed hats.
- b) At Missoula Warehouse and Equipment Development Center, billed caps or full brimmed sun hats are required for outdoor work in hot summer weather for protection from the sun.

c. Forest Fire Shelter

Shelters should not be removed from sealed vinyl container unless intended for actual use. Opened shelters should be discarded or used only for training purposes.

E. VEHICLE AND MISCELLANEOUS EQUIPMENT REQUIREMENTS

1. **Wildland Engine Winterizing**

The following general procedures should be followed by land offices in the winterizing of engines and pumps. Co-op. County personnel should also be provided with copies of the following steps to ensure proper winterizing of State-owned equipment.

- a. Wildland Engines with Pacific Pumpers WGC-4 and BB-4 Pumps:
 - 1) Check truck radiator for proper antifreeze protection.
 - 2) Drain water tank and all connecting suction and discharge lines. Blow down all water lines, if air is available.
 - 3) The next procedure may vary depending on the type of pump that your wildland engine is equipped with. Select the procedure that applies to your particular pump unit. Follow the instructions that most closely fits your unit if you have a pump other than the two listed, i.e., Mark 3, Mark 26, BE, WA-7, etc.
 - a) WGC-4 Pump--remove the pipe plug from the check ball manifold. Shut the ball valve on the suction side to the tank. Leave the ball valve on the drafting side open. Pour undiluted antifreeze into check ball manifold until it runs out of the 2" ball

valve (draft side). Open all ball valves so that they are in the half-open position.

- b) BB-4 Pump--open the drafting ball valve and close the ball valve to tank or suction side. Remove the cap from top of pump. Pour undiluted antifreeze into the pump until it runs out the draft valve. Open all ball valves so that they are in the half-open position.
- 4) If the engine is equipped with a spray bar, blow the line out with air. If air is not available, remove the drain plug (if so equipped) from the nozzle end. Open the ball valve under the truck seat and allow the line to drain. **Do not** close the ball valve.
- 5) Engines stored outside should have all unboxed equipment removed and be stored indoors for the winter (i.e., jacketed hose, drip torches, swatters, etc.).
- 6) The final procedure is to make sure that **all** ball valves are left half-open and that the pump unit and hose reel has been covered with a tarp for the winter.

When responding to fire calls, wildland engines equipped with spray bars and being stored in heated fire halls or buildings are subject to freeze-up at the spray bar shutoff valve, located under the driver's seat, if certain precautions are not taken. Step 4 above should be followed, but the additional step of **closing** the ball valve on the spray bar supply line near the tank should be done. This precaution will prevent charging of the spray bar supply line.

2. **Emergency Lights and Sirens**

Certain DNRC fire vehicles qualify as emergency vehicles and are authorized to display certain colored visual signals and/or sirens. Vehicles with emergency lights and sirens will be operated in compliance with State requirements (61-8-107 MCA; 61-9-402 MCA) with certain exceptions.

a. **Emergency Lights**

- 1) Engines and structural water tenders are authorized to display red (emergency) lights and sirens.

- 2) Vehicles authorized to display yellow or amber (caution) lights are:
 - a) Type IV through VII engines
 - b) Helitenders
 - c) Fifth wheel tractors (Mobile fire cache, lowboy tractor, etc.)
 - d) Vehicles used mainly in suppression work (Fire Forester pickup, etc.)
- 3) Vehicles authorized by statute 61-9-402 MCA to display green (command) lights are:
 - a) Command Post Vehicles/trailers)
- 4) Vehicles authorized to display blue and/or white lights are:
 - a) Blue and white lights are used on law enforcement vehicles only. No DNRC vehicles are so authorized.

All emergency vehicles may be equipped with alternately flashing or rotating amber lights in addition to other lights, equipment or markings. All lights are to be mounted according to requirements in statute 61-9-402 MCA.

b. Sirens

- 1) Vehicles authorized to utilize sirens are:
 - a) Type I, II, and III Structural Water Tenders
 - b) Engines

Vehicles equipped with a siren shall be equipped with flashing or rotating red emergency lights. Sirens are not to be used with other than red emergency lights within DNRC.

c. Procedures

The driver of an authorized emergency vehicle, when responding to an emergency call or when responding to, but not upon returning from, a fire alarm, may exercise certain privileges subject to certain conditions herein stated.

- 1) The driver of an authorized emergency vehicle may:
 - a) Park his/her vehicle irrespective of normal parking laws, if necessary, to best accomplish his/her task or official duty.
 - b) Proceed past a red or stop signal or stop sign, but only after stopping, unless accompanied by a police escort.
 - c) Not exceed the speed limits unless accompanied by a police escort.
 - d) Not disregard regulations governing direction of movement or turning in specified directions unless accompanied by a police escort.
- 2) The above privileges/conditions apply only when the driver is operating under red light and siren. Dispatch centers will authorize all red light and siren responses (Code 3). This will be based on fire danger and type of response.
- 3) The dispatch center will notify the 9-1-1 dispatch center when one or more of our vehicles is making a code run. Dispatch centers are to check with their local law enforcement agencies and 9-1-1 dispatch centers to verify what specific requirements are for notification. They (9-1-1) will, in turn, advise other emergency vehicles in the area. The only information required is the number of vehicles and the general route of travel. This request is made from the standpoint of safety to ensure that we don't have two vehicles, running code, meet at the same time in the same intersection.
- 4) The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his reckless disregard for the safety of others.

d. Additional Requirements

Each Land Office must consult with its County Sheriff's office regarding the number and types of vehicles to operate under red lights and sirens. A letter from the

County Sheriff authorizing certain vehicles, as emergency vehicles, may be required in some jurisdictions.

Drivers of authorized emergency vehicles are required to pass an examination designed for this type of driving. The Land Office will administer the exam as part of the normal driver's training program. Exam information may be obtained from the Fire & Aviation Management Bureau Training Officer upon request.

3. **NRCG Gross Vehicle Weight Rating (GVWR) Policy**

Northern Rockies Coordinating Group (NRCG) Policy approved July 13, 1995 for all member agencies: It shall be the individual agency and local fire Department's responsibility to determine whether their equipment complies with the GVWR. Individual agency equipment provided to other member agency shall comply with the GVWR by the beginning of the 1996 fire season. Utilization of private sector equipment shall be individual agency policy, but beginning immediately, agencies shall not provide other member agencies with private sector equipment exceeding GVWR.

For agency-owned equipment utilized in initial attack situations during the 1995 fire season, the NRCG member agencies shall accept the GVWR policies of the providing agency. The jurisdictional agency policy regarding GVWR shall be the applicable policy in extended attack situations during the 1995 fire season.

The providing agency shall be responsible for determining GVWR compliance. In an extended attack situation, equipment provided to another agency exceeding the GVWR shall be capable of down loading to comply with the GVWR. Equipment with capacities that would allow it to exceed the vehicle GVWR, shall have a measurable system that can be readily checked to assure the vehicle is within the limitation of GVWR. Operators shall possess the skill and knowledge to operate the vehicles within the constraints of GVWR.

Payment: Beginning with the 1995 fire season, NWCG type ratings for fire equipment will be based on the capacity the vehicle is capable of carrying in accordance with the GVWR and not the capacity of the tank. The GVWR capacity of the vehicle will establish the resource type for determining the contract rate of payment.

4. **NRCG Specifications for Water-Handling Equipment**

To improve the margin of safety and reliability of equipment, the Northern Rockies Coordinating Group (NRCG) has adopted new specifications for water-handling equipment. These specifications are in addition to any requirements the agencies have had in the past and cover engines, structural water tenders, water tenders, skidgens and dozers. The geographic area where these specifications apply is northern Idaho, Montana, North Dakota and parts of South Dakota. The specifications will apply to all contract equipment hired by the wildland firefighting agencies within this geographic area, and are:

- a. Structural Water Tenders and Engines--Shall have water storage tanks baffled in a manner that meets the National Fire Protection Association (NFPA) standards for Mobile Water Supply Apparatus 4-2.3. This specification states, "Any water tank shall be provided with at least one swash partition. Each water tank shall have a sufficient number of swash partitions so that the maximum dimension of any spaces in the tank, either transverse or longitudinal, shall not exceed 48 in. (1220 mm) and shall not be less than 23 in (584 mm)."
- b. Water Tenders--It will be recommended to the contractors to baffle tanks meeting NFPA, American Society of Mechanical Engineers (ASME), or other industry-accepted engineering standards. The recommendation to NRCG is that this be a mandatory requirement for the 1996 fire season.
- c. Engines, Water Tenders, and Structural Water Tenders--When fully loaded (including operators and accessory equipment) will conform to manufacturer's gross vehicle weight rating (GVWR), or state highway gross vehicle weight (GVW) limit, whichever is less. This includes balancing the load in a manner that all axle weights comply with manufacturer's gross axle weight ratings. Preseason sign-ups will require the unit to be fully loaded, with the contractor providing weight tickets for the load from a certified scale. The weight tickets will be by individual axle weight.

The vehicle shall be licensed to carry the GVW of the unit. Vehicles which require a Commercial Drivers License (CDL) operator when operating on public highways shall be provided with a qualified CDL operator at all times.

- d. All Vehicles Including Skidgens and Dozers--Shall be configured in a manner that the center of gravity for the vehicle is within the design limits of the equipment.
- e. All Equipment--At the time of hire, the contractor shall provide a complete inventory of the firefighting accessories on the vehicle. A copy of the inventory shall be provided to the inspector and procurement unit each time the vehicle is hired or reassigned to a fire.

It shall be the contractor's responsibility to ensure their equipment meets the standards or specifications. Should their equipment be designed to any industrial standard other than NFPA or the ASME, they will be required to provide a copy of the industrial standard met. It is their responsibility to demonstrate their equipment meets the standard. Beyond the NFPA standard, agency personnel at the federal, state, and local levels are not knowledgeable in design standards; therefore, contractors must determine the requirements of the standard and bring their equipment up to that standard. The knowledge and expertise for the standards rest in the private sector with mechanical engineers, automotive engineers, manufacturers, or other experts. They should consult these sources to bring their equipment into compliance.

5. **Chain Saw Use Requirements and Regulations**

All DNRC employees will adhere to rules relating to logging and logging operations in Montana, published jointly by the "Department of Labor and Industry Safety Bureau" and the "Montana Logger's Association" regarding chainsaw brakes. These rules state that "All chainsaws will be equipped with an operable chain brake." Regulation requires a manufacturer-approved chain brake and not a chain guard. These rules are adopted according to authority vested in the Department of Labor and Industry by Section 50-71-106, MCA, also known as the "Montana Safety Act." This rule was put into law and must be complied with no later than February 9, 1995.